

Manager- Job Change

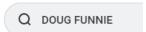
USER GUIDE

INTRODUCTION

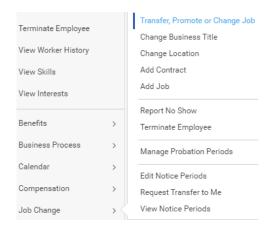
Job Change can make changes from transferring an employee to a new position, changing the employee's location, or modifying the employee's FTE.

JOB CHANGE

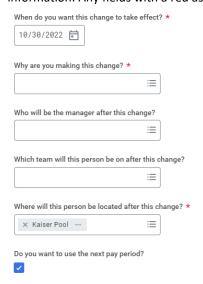
1. Find the new hire by searching for their name in the search bar.



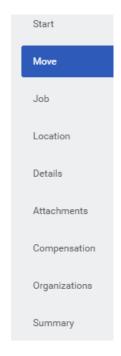
Under Actions, select Job Change and click Transfer, Promote or Change Job



3. Fill in the information on the next screen. Indicate the reason for the change, then modify the other fields with information. Any fields with a red asterisk * are required.



4. You will need to complete several screens. Most information will be prefilled, always verify that information is correct.



- Once all have the information has been entered, click Submit.
- This will go to the receiving manager to enter in the employee's new title, compensation, and other job details. Once completed, an HR Partner will receive notice to further review.



Note: If you have questions prior to completing this task, reach out to the HR Partner for your department.